

## PURCHASING

### BUDGET UNIT: PRINTING SERVICES (IAG PUR)

#### I. GENERAL PROGRAM STATEMENT

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports. This program is an internal service fund and as such, all operational costs are distributed to user departments through overhead rates.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Operating Expense	2,742,308	2,726,150	2,615,521	2,666,312
Total Revenue	2,994,487	2,842,683	2,557,341	2,800,000
Total Revenue Over/(Under) Exp	252,179	116,533	(58,180)	133,688
Fixed Assets	86,084	174,602	143,700	81,887
Budgeted Staffing		18.0		18.0

##### Workload Indicators

Printed Pages - Units	77,085,771	82,500,000	75,713,806	80,000,000
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Actual expenses were lower than budgeted in 2001-02 as a result of vacant positions and savings in services and supplies and equipment. Significant variance between actual and budget in revenue is due to a decrease in anticipated services.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Purchasing - Printing Services			ACTIVITY: Printing		
FUND: Internal Services IAG PUR					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Salaries and Benefits	796,732	786,838	810,443	(56,113)	754,330
Services and Supplies	1,726,573	1,769,298	1,785,274	(11,768)	1,773,506
Central Computer	1,885	1,077	3,633	-	3,633
Other Charges	9,073	10,637	10,637	(4,686)	5,951
Transfers	-	34,300	34,300	6,250	40,550
Total Expenditure Authority	2,534,263	2,602,150	2,644,287	(66,317)	2,577,970
Reimbursements	-	-	-	(42,658)	(42,658)
Depreciation	81,258	124,000	124,000	7,000	131,000
Total Operating Expense	2,615,521	2,726,150	2,768,287	(101,975)	2,666,312
<b><u>Revenue</u></b>					
Current Services	2,557,341	2,842,683	2,884,820	(84,820)	2,800,000
Total Revenue	2,557,341	2,842,683	2,884,820	(84,820)	2,800,000
Revenue Over/(Under) Exp	(58,180)	116,533	116,533	17,155	133,688
Fixed Asset Exp					
Equipment	82,534	115,000	115,000	(80,000)	35,000
Lease	61,166	59,602	59,602	(12,715)	46,887
Total Fixed Asset	143,700	174,602	174,602	(92,715)	81,887
Budgeted Staffing		18.0	18.0		18.0

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Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>23,605</u>	MOU and retirement increases.
Services and Supplies	<u>15,976</u>	Inflation, risk management liabilities and EHAP.
Central Computer	<u>2,556</u>	
Revenue	<u>42,137</u>	
Total Operating Expense	42,137	
Total Revenue Change	42,137	
Total Revenue Over/(Under) Exp	-	
Total 2001-02 Operating Expense	2,726,150	
Total 2001-02 Revenue	2,842,683	
Total Revenue Over/(Under) Exp	116,533	
Total Base Budget Operating Exp	2,768,287	
Total Base Budget Revenue	2,884,820	
Total Base Rev Over/(Under) Exp	116,533	

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>(56,113)</u>	Decrease due to administration support for Purchasing (AAA-PUR) being budgeted in 5000 series.
Services and Supplies	<u>(11,768)</u>	Various adjustments to current expenditures.
Other Charges	<u>(4,686)</u>	Decrease due to less interest owed on current lease-purchases.
Transfers	<u>6,250</u>	Allocated contribution for purchase of department vehicle.
Total Expenditure Authority	<u>(66,317)</u>	
Reimbursements	<u>(42,658)</u>	Amount for admin fees from Central Stores and Central Mail. Decrease of \$13,455 is due to a reduction of reimbursement from Purchasing (AAA PUR).
Depreciation	<u>7,000</u>	
Total Operating Exp	<u>(101,975)</u>	
Revenue		
Current Services	<u>(84,820)</u>	
Total Revenue	<u>(84,820)</u>	
Rev Over/(Under) Exp	<u>17,155</u>	
Fixed Asset Exp		
Equipment	<u>(80,000)</u>	
Lease	<u>(12,715)</u>	
	<u>(92,715)</u>	